



EASTERN
CONNECTICUT STATE UNIVERSITY

Handbook for Student Employees

Office of Student Employment

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Introduction

Eastern offers on and off campus job opportunities to all students. Positions range from research, administration, computer support, fiscal management, library, maintenance, recreation/athletics, social services, academic services, public services, and the arts.

This handbook will provide you with the information necessary to be a student employee at Eastern Connecticut State University. Please familiarize yourself with the policies included in the handbook and use this as a reference guide for success in your job.

If policies change, the University and Student Employment reserve the right to revise, supplement, or rescind portions of the handbook that is appropriate. If any questions arise, please contact the Student Employment Office.

Contact Information

Student Employment Staff Members

Name	Title	E-mail
Shawn Kutschker	Assistant to the Director	kutschkersh@easternct.edu
Kathy Wrana	Associate Director	wranak@easternct.edu
David Mariasi	Assistant to the Director	mariasid@easternct.edu

Other Important Contacts

Student Employment Office	860-465-4435
Payroll Office	860-465-5746

Work Eligibility

Before you can begin working, Student Employment must check your eligibility.

The following criteria is determined by the CSU Board of Trustees Resolutions, Eastern Connecticut State University Policies, and Federal Laws:

- ✓ **Enrollment:** You must be enrolled in a degree-seeking or certification program at ECSU. You must be registered for at least one class in the semester in which you desire to work. **If you discontinue enrollment at ECSU, you are no longer eligible to work.**
- ✓ **Good Academic Standing:** If you are academically dismissed you must stop working immediately, regardless of being notified by Student Employment.
- ✓ **No Concurrent State Employment:** You cannot be employed by another state agency in Connecticut while also being employed at ECSU. *This include most other On-Campus positions.*
- ✓ **Account Holds:** If you have a hold on your account, you will not be hired. If the hold is lifted by the Bursars office. Student Employment can approve your hire with appropriate notification.
- ✓ **One Position:** You may only hold one paid position by ECSU at a time.
 - To change jobs during your contract period, the current employer must sign a “Department Transfer” form, which can be found at the Student Employment Office.
 - You cannot have a new job approved until the transfer form has been completed and signed by the necessary parties and then returned.
- ✓ **Student Employment Authorization:** You may not begin work until all paperwork has been turned in. Providing a copy of the work authorization contract signed by Student Employment will indicate to your supervisor that you are able to begin on the start date written on the contract.

If your status changes during your employment, you must notify the Student Employment office to check if you are still eligible to work.

Contracts and Paperwork

Student Employees are required to submit paperwork for every employed contract period.

Contract periods are as follows:

- **Academic Year:** This contract period runs from the first day of fall classes through the end of the school year in the spring.
- **Summer:** This contract period runs from the first week day after spring finals until the beginning of the next school year.

Employment Paperwork: Once hired for a position, you must complete the necessary paperwork. Paperwork may vary if you are a returning or new employee.

New Employees:

- ✓ **Pre-Employment Paperwork-** Required if you are a new employee and your job requires a background check. Once the form is submitted, you will receive further instruction from Human Resources.
- ✓ **Tax Forms (State and Federal W4)-** These tax forms only need to be filled out once when you first become an employee. They can be updated at anytime through student employment or payroll.
- ✓ **I-9 Form** – This form is a federal document that is accompanied with original forms of identification. There can be one from list A or one from BOTH list B and C.

Returning Employees and New Employees:

- ✓ **Work Authorization Contract-** This contract must be completed at the beginning of each contract period. It serves as an update to any new University policies and information necessary to be entered into the payroll system.

Optional Paperwork:

- ✓ **Direct Deposit-** Direct Deposit gives student workers the opportunity to have their paychecks directly deposited into a checking or savings account. This paperwork only needs to be filled out once and will take about 4 weeks to process and take effect.

Payroll and Timesheets

Student Hours

The number of hours a student can work per day, week, and pay period are determined by the Student Employment Office in accordance with CSU Board of Trustee Resolutions, Eastern Connecticut State University Policies, Federal Laws, and in accordance with budgetary constraints. Here are payment regulations:

- ✓ Students perform an hour's work for an hour's pay.
- ✓ Students may work a maximum of 8 hours a day.
- ✓ Students must take an unpaid lunch or dinner break of at least one-half hour for every seven and one-half hours worked.
- ✓ Student Employment sets the maximum hours per pay period each year.
- ✓ Due to the Board of Trustees Resolution, students may work no more than 40 hours per pay period.
- ✓ Student Employment reserves the right to change this maximum number at any time.
- ✓ During Intersession and Spring Break, students may be allowed to work more hours if the Student Employment Office gives authorization and budget constraints allow.
- ✓ Summer is a separate contract period and Student Employment reserves the right to designate the maximum number of hours students will be allowed to work.

Time Sheet Process

- ✓ Timesheets are for a two week period, referred to as the pay period.
 - The pay period starts on a Friday and ends (2 weeks later) on a Thursday.
 - Timesheets must be signed using INK (no white-out)
 - Only the total hours worked per day is to be recorded on the official timesheet
 - Please record total hours per day using the nearest quarter hour (.00, .25, .50, .75)
 - Your supervisor may require a time in/out sheet to be completed as well. Do not work more than 8 hours per day.
- ✓ On the last day of the pay period, total your hours worked and sign the timesheet.
- ✓ Hand it in to your supervisor who will verify your hours, sign your timesheet, and turn it into the Payroll Office
- ✓ For the pay period, do not exceed, the maximum number of hours you have been allocated
- ✓ All corrections and cross-outs, etc. must be initialed by you and your supervisor.
- ✓ Time sheets should be handed in by 9:00am on the Friday after the pay period ends.

***Completed timesheets do not go to Student Employment.**

*Incomplete or incorrect timesheets will be returned to supervisor. Late timesheets will be processed in the following pay period.

SECTION TO BE UPDATED ONCE SELF-SERVICE GOES INTO EFFECT

Paycheck Pick Up

Students may pick up their paycheck at the payroll office after 3:00 pm on the Thursday of the pay week. The checks will not be given out prior to 3:00 pm and there are no exceptions. To avoid waiting for your check, you can fill out a direct deposit form which can be provided by the Student Employment Office.

You will need **ONE** of the following forms of identification to pick up your check:

- ✓ Valid photo ID
- ✓ Picture with social security number

A student can pick up another student's paycheck with **ALL** of the following:

- ✓ The ID of student picking up the check.
- ✓ The ID of the student whose check is being received.
- ✓ A written note, dated, and signed with each student's signature
 - One person can only pick up one other person's check at one time

International Students

International Students are eligible to work as a Student Employee. Although they are eligible, they have additional qualifications and must complete additional paperwork along with the traditional student employee paperwork to work on-campus.

Additional paperwork includes:

- ✓ “in status” with their VISA
- ✓ Have a valid I-20 or IAP-66
- ✓ Have a Social Security Card
 - Students without a social security card cannot be paid.
- ✓ Must have a completed F1-J1 form provided by the Student Employment office. This must be signed by Dr. Indira Petosky in International Programs. There must be an updated form every semester

Other qualifications include:

- ✓ Position must be educationally related
- ✓ Cannot exceed 15 hours per week during the academic year and 40 hours per week during school breaks
- ✓ Must maintain and GPA of 2.0 or above
- ✓ Must remain a full-time student with at least 12 credits per semester
- ✓ All University bills must be paid in full before beginning work
- ✓ All international students are considered Operating Fund meaning they cannot have on or off campus work study

Dress Code

It is important to give a professional and clean appearance while working in most jobs, both on-campus and in your future career. Please follow the dress code outlined by your department. If there is no defined dress code, here are some guidelines to follow:

- ✓ *Dress appropriately*: Dress nicely at work. Make sure your jeans or shirts do not have holes or t-shirts do not have offensive language. Nothing too revealing.
- ✓ *Suggested Dress*: Men should wear jeans or nice pants with a clean shirt. Women should wear a dress, jeans or a skirt with a nice top.
 - Shorts should only be worn if allowed.
 - Pants should not be too short and shirts should not be too low cut. Midriff should never be visible.
- ✓ *Clothes should be clean*: Clothes should be wrinkle free and looking presentable. This depends on the responsibilities of your position.
- ✓ *Personal Hygiene*: Cleanliness is very important when dealing with the public. All efforts should consider the impact of excess odors (cologne, smoke, etc.) that will affect the client's satisfaction.
- ✓ *Language*: Language is a part of your personal image. Speak clearly and appropriately. Avoiding cuss words and slang will allow you to come across a professional.
- ✓ **Tips**: Wear clothes that will be functional and comfortable, yet professional. If you are worried about an outfit being inappropriate, it most likely is.

FERPA

The Family Education Rights and Privacy Act of 1974 designates certain information related to a student as directory information and gives the University the right to disclose such information to anyone inquiring without written consent from the student.

Any information that is not general common knowledge should be held as confidential. Students must understand that by the virtue of their employment with Eastern Connecticut State University, they may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974.

Students must acknowledge and fully understand that the intentional disclosure of this information to any unauthorized person could subject them to criminal and civil penalties imposed by law. Unauthorized disclosure also violates ECSU's policy and could constitute cause for disciplinary action. The only way to give out any of this information to anyone other than the student, is if there is a FERPA form filled out through eWeb.

Confidentiality

Access to all databases, including Banner, is granted solely for the purpose that the student employee may perform legitimate, authorized, assigned responsibilities required for the proper operation of the University's System. Any unauthorized use of these systems, databases or data may result in disciplinary action.

All student workers should be aware the data being accessed must be:

- ✓ Treated with complete confidentiality
- ✓ Only shared with other authorized users.

All student workers should be aware that they may access and/or modify only the data:

- ✓ They have been given full authorization to do so
- ✓ And have a legitimate purpose in their assigned responsibilities

Student must not share, with anyone:

- ✓ Their account
- ✓ Their password
- ✓ Private information that is not available to the public

Students are not permitted to work with:

- ✓ Their own records or they will be subject to disciplinary action

Student workers must take all steps to:

- ✓ Safeguard confidential information
- ✓ Prevent it from falling into the possession of unauthorized users

Cell Phone Usage

- ✓ This is largely based on your employers/supervisor's policy and requirements of the position.
- ✓ Good work ethic includes none or limited cell phone usage.
- ✓ Do not make or answer personal calls at work using your cell phone or work phones (with the exception of emergencies or with the permission of your supervisor)

Computer Usage

Use your work computer strictly for work related necessities. It should be noted that the University can and will monitor the content viewed on the electronic devices if necessary.

Computer use offenses, such as these listed, may result in punishment:

- ✓ Unauthorized use of University computers and/ or peripheral systems and networks
- ✓ Unauthorized alteration or duplication of University computer programs or files
- ✓ Unauthorized access to University computer programs or files
- ✓ Deliberate action to disrupt the operation of the University computer systems

Unauthorized computer usage for student workers:

- ✓ Use of University computer systems and networks for committing crimes, violating civil laws or University rules
- ✓ Computer games
- ✓ Social media
- ✓ Development or transmitting of chain letters
- ✓ Entering or transmitting of commercial advertisements or solicitations
- ✓ Entering or transmitting of political campaign material relating to elections or events held outside of the university
- ✓ Entering or transmitting obscene material Any form of harassment aimed at others
- ✓ Sharing one's personal computer account with others or using another person's personal account
- ✓ Violation of copyright laws
- ✓ Intentional disruption of network services
- ✓ Connecting any device to the network without permission
- ✓ Copying, modifying, replacing or deleting any other user's account for system
- ✓ Harming University computer equipment
- ✓ Uses which violate rules developed at each University which are necessitated by facilities limitations or other circumstances unique to each University

Accidents and Worker Compensation

When an accident occurs at work, the employee should report the incident immediately to his/her supervisor and proper medical attention should be sought.

The Student Employment Office should be contacted immediately. All accidents that result in injury must be reported to the appropriate supervisor. Such reports are necessary to comply with the laws and to initiate workers' compensation claims if necessary.

Here are some guidelines to follow:

- ✓ If the injury is life threatening call 911
- ✓ Notify the supervisor as soon as possible
 - If the supervisor is unavailable call campus police at x55310
- ✓ If necessary the supervisor should supply medical attention
- ✓ Supervisor must contact Student Employment as soon as possible.
- ✓ The supervisor or injured employee must provide initial notification to the Personnel Department
- ✓ Supervisor must complete the "First Report of Injury" form and send it to the Human Resource office
- ✓ The employee must update the Student Employment office on medical appointments, dates and times and Physicians name, etc.
- ✓ Failure to follow steps may result in late compensation or benefits

Any other questions call the Human Resource Department at x54650

Personal Data Changes

Each employee should notify the University in writing of any changes in personal data that may impact their employment. These personal items and more must remain updated at all times:

- ✓ Name change
- ✓ Change of address
- ✓ Personal mailing address
- ✓ Telephone numbers
- ✓ Name and number of dependents
- ✓ Emergency contact information
- ✓ Educational accomplishments

Inclement Weather

Eastern has a Weather Hotline phone service to obtain information on delays, changes or class cancellations due to weather or emergencies. Hotlines will be updated daily for information on closings.

General Weather Hotline:

860-465-4444 or 800-578-1449

Employee Weather Hotline:

860-465-5025

Drug and Alcohol Policies

This University is a dry campus. This means that there is a zero tolerance policy for alcohol or drugs on campus. This carries over to having a zero tolerance policy for drugs and alcohol in the workplace. For this policy, the individual cannot be under the influence or in possession of any type of addictive drug or alcohol at work or on campus. If you are seen for breaking this policy, you will be reported and will be disciplined.

Violence

Any types of violence in the workplace will not be tolerated here at Eastern Connecticut State University. Violating this policy will result in certain discipline. Types of disciplinary action that can be carried out are as follows:

- ✓ Suspension
- ✓ Dismissal
- ✓ Expulsion
- ✓ Termination
- ✓ Criminal prosecution

Any student who is found to be involved in acts of violent behavior, verbal or physical, will be removed from the premises immediately. All university personnel are responsible for reporting any threats made by a worker and should notify management representatives with accounts of the incident. If any restraining order is put in place, the management representatives should be notified of the requirements of the court order. The Eastern Connecticut State University representative that can be notified currently is the following:

- ✓ Jeffrey Garewski
 - Director of Public Safety
 - 860-465-4521

Relationships

The Codes of Ethics, for most professional associations, forbid professional-client relationships. Similarly, faculty members, supervisory staff, and those with evaluative authority should be aware that dating or sexual relationships have major potential risks within a professional environment for all parties involved. Such relationships may cause a perception of favoritism or bias on the part of the staff member. In addition, although these relationships may begin and remain consensual, they may easily be later characterized as non-consensual given the differential power between the parties, and could possibly lead to sexual harassment charges. For these reasons, romantic, dating, or sexual relationships between an employee and any student worker are prohibited at the Connecticut State University.

Harassment

Any kind of harassment is unacceptable at Eastern Connecticut State University. Types of harassment include:

- ✓ Verbal
- ✓ Physical
- ✓ Sexual
 - Sexually oriented verbal harassment or abuse.
 - Subtle pressure for sexual activity.
 - Inappropriate patting or pinching or other physical contact.
 - Intentional brushing against a student's or employee's body.
 - Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
 - Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
 - Any sexually motivated touching.
 - Displaying sexually suggestive pictures, objects, cartoons, posters, or other pornographic or offensive materials.
 - Sexual remarks or jokes.

If you feel as though you are being harassed at work, you are strongly encouraged to inform your supervisor. If your supervisor is the one being reported, contact the Student Employment office and the director of Equity and Diversity who will handle the report and file for investigation. If you are in need of further assistance, you can contact the Counseling and Psychological Services at (860) 465-0181.

Workers with Disabilities

The University acknowledges and affirms its commitment and obligations to:

- ✓ Provide a workplace with equal access for all employees
- ✓ Make reasonable accommodation(s) to employees protected by the Americans with Disabilities Act and to prevent any inequitable treatment.

It is policy that employment decisions be based on:

- ✓ Merit
- ✓ Qualifications
- ✓ Competence

The University, as required by law, will not allow employment decisions to be based on an applicant's or employees:

- ✓ Race
- ✓ Color
- ✓ Religion
- ✓ Sex
- ✓ National Origin
- ✓ Age
- ✓ Disability
- ✓ Any other characteristic protected under Affirmative Action

The University strives to provide a work environment that is free of unlawful harassment of any kind. This policy governs all aspects of employment, promotion, assignment, discharge, and other conditions of employment.

Federal Work Prohibitions

Student Employees are considered to be employees of the State of Connecticut and therefore must abide by these federal regulations:

- ✓ Students may not be required to use their personal vehicles for work
- ✓ Student Employment cannot pay for any work that benefits the individual or religious/political organizations
- ✓ Students cannot be employed to fill positions that are vacant due to a regular employee's absence unless appropriate steps for termination are taken
- ✓ Students cannot be involved in the construction or maintenance of any part of a facility used for religious worship or sectarian instruction
- ✓ A student's employment cannot include employment for the U.S. Department of Education.

Working Test Period

The Working Test Period is an extension of the hiring process and applies to all student employees. The WTP shall consist of 45 calendar days beginning on the first day the student works. Here are conditions and rules applying to WTP:

- ✓ At any time during the period, the supervisor may ask Student Employment to terminate a student employee if the student employee is unable or unwilling to perform his/her duties
- ✓ During the period, the student employee may inform Student Employment that she/he is terminating his/her employment without the usual two-week notice
 - Student Employment must be notified of the decision of either party to terminate.

If the above procedures are followed, the student's eligibility to be hired by another department or the department's right to hire a replacement, once the student has ceased working, will not be impaired or jeopardized.

Grievances and Terminations

Students may not be fired or transferred until Student Employment decides that it is the best course of action. All sides will be given a chance to present their case. The following is the process that should be followed if a student employee's behavior or work ethic is not at the level that is expected for the position:

1. Verbal Warning: If problems arise on the job, the supervisor must first discuss them with the student.
2. Written Warning: If a verbal warning fails to help student worker behavior, the department supervisor or chair should write a letter to the student citing the problem behavior and exact descriptions of how to correct it. A copy should be forwarded to Student Employment.
3. Referral to Student Employment: If a written warning has been issued and the problem behavior continues, the Supervisor or Chair should refer the matter to Student Employment for further action.

If problems arise on the job, you must:

- ✓ Discuss them with your supervisor(s).
 - If this fails to resolve the problem, please make a complaint to the Student Employment office.
- ✓ Your supervisor must communicate problems with you if your work is unsatisfactory, after which he/she may also make a complaint to the Student Employment office.

It should be noted that you cannot be fired or transferred until Student Employment decides that it is the best course of action for all concerned.

Closing Statement

The Student Employment Staff at Eastern Connecticut State University would like to thank you for reviewing the information in this packet.

If you require any further explanation, have any questions regarding the information in this packet or would like us to consider making any additions to this packet, please feel free to contact our office.

Phone: (860) 465-4435

Fax: (80) 465-2811

Email: stuemp@easternct.edu

Website: www.ecsujobs.org

Location: Wood Hall Support Services
Building Main Floor (Under Stairs next to
Financial Aid)